

**City of Eureka Engineering Department
Encroachment Permit Application**

Complete and submit to City of Eureka Engineering 531 K Street, Eureka, CA 95501-1165
707-441-4194 707-441-4202 (fax)

Address or Location of Work		AP #
Description of Work (Attach Plans)		
Applicant Name		Telephone
Address		
Owner Name		Telephone
Address		
Person Performing Work		Telephone
Address		
Contractor's License No.	Estimated Starting Date	Estimated Completion Date
Applicant's Signature		Date

NOTES:

- Prior to issuance of an Encroachment Permit, each person performing work shall furnish to the City of Eureka Engineering Department, Certificate(s) of Insurance and Endorsement(s) as described in the "Insurance Requirements for City of Eureka" handout, or such other insurance requirements as prescribed by the Department.

ADDITIONAL NOTE: Providing insurance documents acceptable to the City can take several days, or even weeks. An encroachment permit **SHALL NOT** be issued until all insurance documents are acceptable to the Engineering Department, and no work may be performed on the project until a permit is issued.
- It shall be unlawful for any person to excavate in or to construct, install, or maintain any improvement, structure, or encroachment in, on, over, or under any city property, tidelands, street or easement without first obtaining from the Director of Public Works a permit therefor, or to maintain the same without such permit or in violation of the terms or conditions thereof. ('63 Code, § 7-1.02)
- **DO NOT** attach the Encroachment Permit Fee to this Application. The Encroachment Permit Fee is due when the Encroachment Permit is signed, and the Permit must be signed in our office. The Permit is not valid, and work cannot begin until both the applicant and contractor sign the Permit.
- A separate Encroachment Permit may be issued for each additional person/contractor performing work.